



# BUDGET DOCUMENT CHECKLIST FOR MUNICIPAL CORPORATIONS

Assessor #1

Instructions: Use this checklist to see if your budget is complete.

- (1) Use one checklist per budget document.
- (2) Inventory and check the items listed below that must be contained in your budget document.
- (3) Check the appropriate distribution point for each of the copies of your budget document.
- (4) Attach a checklist to the front of each budget document.

Name of District City of ELGIN

|                                              |                                        |                                               |                                          |
|----------------------------------------------|----------------------------------------|-----------------------------------------------|------------------------------------------|
| Mailing Address<br><u>P.O. Box 128</u>       |                                        | <input type="checkbox"/> Check if new address |                                          |
| City<br><u>Elgin</u>                         | State<br><u>OR</u>                     | ZIP Code<br><u>97827</u>                      | County<br><u>Union</u>                   |
| Name of Contact Person<br><u>Joe Garlitz</u> | Title<br><u>Recorder/Administrator</u> |                                               | Daytime Telephone No.<br><u>437-2253</u> |

## Inventory of Items in Budget Document:

- ☒ The newspaper clipping of the Notice of the First Budget Committee Meeting showing the date published; or an affidavit of publication, accompanying a copy of the actual publication.
- ☒ The newspaper clipping of the Notice of Budget Hearing and the Financial Summary showing the date published; or an affidavit of publication, accompanying a copy of the actual publication; or an affidavit of posting or mailing and a copy of the summary that was posted or mailed.
- ☒ The newspaper clipping of the Second Notice of the Budget Hearing showing the date published; or an affidavit of publication, accompanying a copy of the actual publication.
- /// ☒ All the budget detail sheets.
- /// ☒ The three resolution statements that adopt the budget, make appropriations, and levy taxes.
- ☒ Form LB-50 or SD-50.
- ☐ M-5 Certification form.

## Distribution of Budget Documents

If district is levying a tax on LB-50 or SD-50:

- ☒ 2 copies to county assessor of primary county.
- ☒ 1 extra unbound copy of both the LB-50 or SD-50 (front and back) and the M-5 form.
- ☒ 1 copy to county assessor of joint counties if district is levying a tax in more than one county.
- ☒ 1 copy to county clerk.
- ☐ 1 copy to county treasurer if treasurer makes bond payments.
- ☐ 1 copy to Tax Supervising and Conservation Commission if district is in Multnomah County.
- ☐ 1 copy to Education Service District if a school district.
- ☐ 1 copy to Department of Education if a school district.

If district is NOT levying a tax:

- ☐ 1 copy to Department of Revenue.
- ☐ 2 unbound copies of the M-5 form to county assessor(s) if applicable.
- ☐ 1 copy to county clerk.
- ☐ 1 copy to Tax Supervising and Conservation Commission if district is in Multnomah County.
- ☐ 1 copy to Education Service District if a school district.
- ☐ 1 copy to Department of Education if a school district.